# TEMPLATE Team Check-in Agenda

Instructions

1. Update each section of this template with your discussion points in preparation for weekly team check-ins.
2. Once you have completed this template, delete this instruction section, the word TEMPLATE from the title, and any grey text.
3. Consider sharing the agenda headings with your team ahead of each meeting so they can prepare their own questions and comments for discussion.

## Reflect on the previous week:

Achievements:

[Acknowledge the achievements of the team and recognise individual efforts. It is important to take time to reflect on good outcomes and a job well done]

Lessons learned:

[Discuss anything from the previous week which may not have turned out as well as it could have – what went wrong? How could we do things differently next time? Focus on team actions and external influences, rather than targeting individual performance. This encourages an environment of learning and reflection]

# Team culture:

# What is working and what we can do better:

# [Encourage discussion by leading the conversation, eg “*I have noticed this week that everyone stepped in to assist with a task, which was appreciated, but some people seemed quite frustrated – why was this?” or “There was a much lighter mood across the office this week, what can we do to keep that going?*” Be open to sharing your own feelings and observations, and listening to what people have to say]

# Share information

# Messages from your parliamentarian:

# [As required]

# Important updates:

# [As required]

# Priorities for the coming week:

Deliverables due:

[As required]

Tasks to progress:

[As required]

Resources:

[This is an opportunity to check that people have the time and capacity to complete their tasks for the week ahead, and negotiate assistance or reallocation of resources across the team if needed]

Behaviour:

[Reinforce the behaviour you would like to see modelled in the coming week and acknowledge any potential challenges, eg *“This is going to be a busy time as we finalise our preparations for sitting week, so please everyone be conscious that we are all under pressure, and be kind to one another. Don’t forget to ask for help if you need it”*]